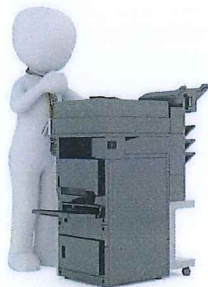


USING THE SCANNER

STEP 1. LOG IN



TAP YOUR STUDENT CARD ON THE CARD READER TO THE LEFT OF THE CONTROL PANEL.



STEP 2. MAKE YOUR SELECTION



- SELECT DEVICE FUNCTION
- SELECT USE DEVICE FUNCTION
- SELECT PRINT SCAN
- SELECT SCAN TO STORAGE DEVICE
- INSERT YOUR USB DRIVE ON THE LEFT SIDE OF THE TOUCH SCREEN

STEP 3. SCANNING TO YOUR DEVICE

- SELECT USB
- PRESS THE [START] KEY ON THE BOTTOM RIGHT OF THE CONTROL PANEL
- TAP THE USB ICON TO REMOVE YOUR USB SAFELY

❖ UNFORTUNATELY YOU CANNOT YOUR SEND SCANNED DOCUMENTS TO AN EMAIL ADDRESS

USING THE PHOTOCOPIER

STEP 1. LOG IN



TAP YOUR STUDENT CARD ON THE CARD READER TO THE LEFT OF THE CONTROL PANEL.

STEP 2. MAKE YOUR SELECTION



- SELECT DEVICE FUNCTION
- SELECT USE DEVICE FUNCTION
- SELECT COPIER
- SELECT YOUR APPROPRIATE SETTINGS

STEP 3. PHOTOCOPYING

- PRESS THE [START] KEY ON THE BOTTOM RIGHT OF THE CONTROL PANEL



USING THE PRINTER

STEP 1. LOG IN



TAP YOUR STUDENT CARD ON THE CARD READER TO THE LEFT OF THE CONTROL PANEL.

STEP 2. MAKE YOUR SELECTION



- SELECT PRINT RELEASE
- SELECT YOUR DOCUMENT TO BE PRINTED

STEP 3. PRINTING

- PRESS PRINT

PRINTING COPIER CHARGES

	A4 PAPER	A3 PAPER
BLACK & WHITE	\$0.05	\$0.10
COLOUR	\$0.20	\$0.30

PRICES QUOTED ARE PER PAGE OF PRINT.

PLEASE NOTIFY RECEPTION IF OUR PHOTOCOPIER IS NOT WORKING AS IT SHOULD OR IF YOU NEED ASSISTANCE.

PH: 08 9920 4400

reception@guc.edu.au

